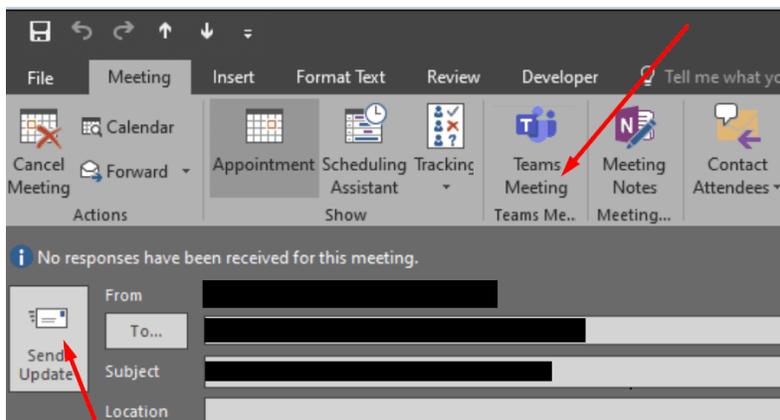


# How to Convert Outlook Meetings to Teams Meetings

Steps to Convert Outlook Meeting to Teams Meeting

Outlook Desktop App:

1. Open the calendar view and double-click on your existing Outlook meeting.
2. Then click on the **Teams meeting button**.



3. Edit the meeting details. Outlook will automatically add a '*Join Microsoft Teams Meeting*' link in the meeting notes.
4. When you're ready, you can send out the meeting invitation email. Hit the **Send Update** button.

Keep in mind that the option to convert an existing Outlook meeting to a Microsoft Teams Meeting is available only if you're the meeting creator. If you're trying to convert a meeting scheduled by someone else, the option is not visible.